

Recognize Violence. Report it.

www.ona.org/violence

Being struck, threatened or otherwise abused is **not** part of your job. When these things happen, or if you know of conditions that may lead to violence, you are required by law to report them to your manager.

What to Report:

- When you witness or experience:
 - Threats of violence
 - Assaults (for example: spitting, pushing, pinching, hitting with a hand, fist or object, kicking, grabbing, holding, choking, stabbing, etc.)
- All injuries (scratches, bruises, sprains, fractures, etc.)
- Hazards that may contribute to violence. For example:
 - inadequate panic alarms
 - inadequate training
 - potential weapons, e.g. metal bedpans
 - actual weapons brought into workplace
 - increased patient census and/or acuity
 - insufficient staff

Form for Reporting a Health and Safety Hazard to Supervisor

TO: _____

(your direct supervisor)

I am required by the *Occupational Health and Safety Act (OHSA)* to report to you any hazard(s) and any absence of or defect in equipment which may endanger workers.

The hazard(s) I am reporting is: _____

Print Name

Date

ORIGINAL: Supervisor COPIES: ONA Bargaining Unit President, JHSC Worker Co-chair, Self